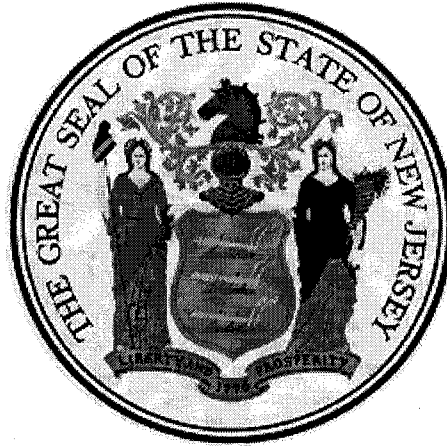


State of New Jersey



Local Human Services Records Retention Schedule

C420000-999

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C420000

SCHEDULE NUMBER
999

PAGE NUMBER
1 OF 11

DEPARTMENT

Human Services

DIVISION

BUREAU

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

07/10/1999

SECRETARY STATE RECORDS COMMITTEE SIGNATURE

DATE

14 OCT 1999

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN

RECORDS CENTER

DISPOSITION

0001-0000

Office on Aging
Comprehensive Planning Grant Agreements

6 yrs after termination of grant provided all audit findings are resolved

Destroy

0002-0000

Outreach Reports

3 YRS

Destroy

0003-0000

Conference Reports

3 YRS

Destroy

0004-0000

Personnel Files

6 yrs after termination of employment

Destroy

0005-0000

Resumes

3 YRS

Destroy

0006-0000

Client Files

3 yrs after final action or death of client, whichever is later

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C420000

SCHEDULE NUMBER
999

PAGE NUMBER
2 OF 11

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0007-0000	Office on Aging (continued)	6 yrs	Destroy
0008-0000	Budget Reports and Workpapers	6 yrs after termination of contract provided all audit findings are resolved	Destroy
0009-0000	Contracts	3 yrs	Destroy
0010-0000	Administrative Subject File Consists of: correspondence and reports received for filing	10 yrs	Destroy
0011-0000	Payroll Records	2 yrs	Destroy
0012-0000	Equipment and Furniture Inventory	6 yrs	Destroy
0012-0001	Senior and Disabled Citizens County Municipal Utility Authority Rebate	6 yrs	Destroy
0012-0002	Senior and Disabled Citizens County Municipal Utility Authority Rebate Application	6 yrs	Destroy
	Senior and Disabled Citizens County Municipal Utility Authority Rebate List		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

SCHEDULE NUMBER

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C420000

999

3 OF 11

RETAIN IN

RECORDS CENTER

DISPOSITION

0050-0000

Consumer Affairs

Consumer Affairs Case File Correspondence
All material concerning case litigation is
forwarded to the State Division on Consumer
Affairs and to Small Claims Court. Case
correspondence is the only material maintained.

3 YRS unless in
litigation

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C420000	SCHEDULE NUMBER 999	PAGE NUMBER 4 OF 11
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0100-0000	<u>Drug, Alcohol and Youth</u> Administrative Subject Files Consists of correspondence, reference information, and reports received by the agency	3 yrs		Destroy
0101-0000	Correspondence	3 yrs		Destroy
0101-0001	Correspondence - External	Periodic review		Destroy
0101-0002	Correspondence - Administrative	7 yrs after termination of grant or contract provided all audit findings are litigation		Destroy
0102-0000	Grants, Contracts, Expenditure Reports, Contract Progress Reports and Related Correspondence			
0103-0000	McBee Cards (Daily Workcards)	5 yrs		Destroy
0104-0000	General Reference Pamphlets and Publications	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C420000	SCHEDULE NUMBER 999	PAGE NUMBER 5 OF 11
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0150-0000	Extension Services Correspondence	3 yrs	Destroy
0150-0001	Correspondence - External	Periodic review	Destroy
0150-0002	Correspondence - Internal	Permanent	Permanent
0151-0000	Advisory Committee Minutes	Periodic review	Destroy
0152-0000	Newsletters	6 yrs	Destroy
0153-0000	Time Records	6 yrs after termination of employment	Destroy
0154-0000	Personnel Records	3 yrs	Destroy
0155-0000	Quarterly Reports - Narrative and Statistical	3 yrs	Destroy
0156-0000	Soil Testing Reports for Lawns (Home Owner)	3 yrs	Destroy
0157-0000	Mail Payment Reports	6 yrs	Destroy
0158-0000	Budget Reports and Workpapers	6 yrs	Destroy
0159-0000	Purchase Orders	6 yrs	Destroy
0160-0000	Payroll Records	10 yrs	Destroy
0161-0000	Monthly Statistical Reports (Nutrition Education Program)	3 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
 C420000

SCHEDULE NUMBER
 999

PAGE NUMBER
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RECORD
 SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
 AGENCY

RECORDS CENTER

DISPOSITION

0200-0000	<u>Mental Health</u> Clinical Records	10 yrs from most recent discharge or age 23, whichever is longer	Destroy
0201-0000	Contracts, Agreements and Leases Includes: transmittal sheet, Insurance Certificate, Payment Sheets	6 yrs after termination	Destroy
0202-0000	Employment Applications (Unsuccessful)	3 yrs	Destroy
0203-0000	Employee Listings	As updated	Destroy
0204-0000	Correspondence	3 yrs	Destroy
0204-0001	Correspondence - External	Periodic review	Destroy
0204-0002	Correspondence - Internal	10 yrs	Destroy
0205-0000	Payroll Records	6 yrs	Destroy
0206-0000	Time Records	3 yrs after disposal of vehicle	Destroy
0207-0000	Vehicle Records	6 yrs	Destroy
0208-0000	Accident Reports	6 yrs	Destroy
0209-0000	Reimbursement Form (190)	6 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER CA20000	SCHEDULE NUMBER 999	PAGE NUMBER 7 OF 11
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Mental Health</u> (continued)			
0210-0000	Vouchers	6 yrs		Destroy
0211-0000	Receipts	6 yrs		Destroy
0212-0000	Purchase Orders	6 yrs		Destroy
0213-0000	Requisitions	6 yrs		Destroy
0214-0000	Budget Records and Worksheets	6 yrs		Destroy
0215-0000	Personnel Files	6 yrs after termination of employment		Destroy
0216-0000	Minutes and Agendas	Permanent		Permanent
0217-0000	Notices	3 yrs		Destroy
0218-0000	Newsletters and Brochures	Periodic review		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C420000

SCHEDULE NUMBER
999

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0250-0000	Nutrition Project/Elderly Home Delivered Meal Forms	3 yrs		Destroy
0251-0000	Daily Participant Log Sheets	3 yrs after final entry		Destroy
0252-0000	Driver's Log Sheet	3 yrs after final entry		Destroy
0253-0000	Participant Cards Provides accurate account of attendance for meals, transportation, nutrition education, recreation, outreach and shopping assistance per participant.	6 yrs		Destroy
0254-0000	Personnel Records	6 yrs after termination of employment		Destroy
0255-0000	Correspondence - External	3 yrs		Destroy
0256-0000	Time Sheets	6 yrs		Destroy
0257-0000	Financial Reports	6 yrs		Destroy
0258-0000	Payroll Records	10 yrs		Destroy
0259-0000	Vouchers	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C420000

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999

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0300-0000

Job Training Partnership Act (JTPA)

Job Training Partnership Act (JTPA) SDA (Service Delivery Area)

Individual Participant Files - consists of:
Applicant Data (JTPA 533.1),
Characteristics (JTPA 533.2),
Certification (JTPA 533.4),
Activity/Termination (JTPA 535.1)
Welfare Date (JTPA 533.3), and related records.

0300-0001

Job Training Partnership Act (JTPA) SDA (Service Delivery Area) - Individual Participant Folders

3 yrs after termination from program provided all audits, claims or litigation is resolved

Destroy

0300-0002

Job Training Partnership Act (JTPA) SDA (Service Delivery Area) - Certifications of Person Not Enrolled

3 yrs provided all audit findings are resolved

Destroy

0300-0003

Job Training Partnership Act (JTPA) SDA (Service Delivery Area) - Persons Interviewed and Determined Not Eligible

1 yr

Destroy

0300-0004

Job Training Partnership Act (JTPA) SDA (Service Delivery Area) - Summer Program Case Files

3 yrs after termination from program provided all audits, claims or litigation is resolved

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C420000

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10 OF 11

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

0301-0000

Job Training Partnership Act (JTPA) (continued)

Participant Files - CETA
(Comprehensive Employment and Training Act)
Note: Program was discontinued and has been
replace by the Job Training Partnership Act.

3 yrs after
termination from
program provided
all audits, claims
or litigation is
resolved

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C420000

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999

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11
OF
11

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY
RECORDS CENTER

DISPOSITION

Sm
0350-0000

Transportation

Fare Free Transportation Certification Application
Used to determine eligibility for Fare Free
Transportation.

0350-0001

Fare Free Transportation Certification
Application - Approved

7 yrs after
termination
from program

Destroy

0350-0002

Fare Free Transportation Certification
Application - Denied

3 yrs

Destroy

0351-0000

Driver Log

3 yrs after final
entry

Destroy